



JOB ANNOUNCEMENT: Program Associate

The National Congress of American Indians (NCAI) was founded in 1944 and is the oldest and largest tribal government organization in the United States. NCAI's unique position as the unified, national voice for Indian Country, led our leadership to pioneer a national effort in 2003 to develop a national tribal policy research center that would serve as a 'think tank for Indian Country.' Guided by a diverse and distinguished advisory council, the Policy Research Center's (PRC) vision is to support Indian Country in shaping its own future.

The PRC seeks a Program Associate to support the Center's outreach to diverse stakeholders as we develop policy research that is relevant to the opportunities and challenges that face tribal leaders today and into the future.

The Program Associate will:

- Work with tribal leaders and staff, academic scholars, policymakers, and other non-profit staff in developing and implementing tribally-driven research projects. Tasks may include: conducting literature reviews; analyzing existing federal, state, and tribal policy; locating quantitative and qualitative research and data sets; and, contacting tribal leaders and staff.
- Provide logistical and substantive program support to key program leads on a range of PRC projects covering issues including: community based participatory research, rural policy, the 2010 Census, and a range of others.
- Assist NCAI staff in developing research and policy meetings, including both content and logistical support.
- Write and edit policy briefs, web content, research documents, and other materials.

Candidates must possess the following minimum skills and qualifications:

- Bachelors degree;
- Knowledge of and experience working with Native people and Native organizations;
- Capacity to build and maintain relationships with various constituents including tribal leaders, scholars, students, and other partners;
- Ability to prioritize, multi-task, and work at a high capacity in order to meet deadlines;
- Exceptional written and verbal communication skills;
- Strong abilities in Microsoft Office Suite and Internet research tools; and
- Ability to work well independently and in a team.

This is a salaried position that offers competitive salary and benefits (including health benefits, 401(k) plan, vacation time, etc.). Salary will be determined based on experience.

Position will be located at NCAI's Washington DC offices and is open until filled. Initial application review will include all applications received by February 26, 2010.

To apply, submit a cover letter, resume, brief writing sample and the names of three references,
by email (preferred) or mail to:

National Congress of American Indians

Attn: Nketia Agyeman

1516 P St, NW

Washington, DC 20005

jobs@ncai.org